

Supervisor's Role... *In Safety and Health*

1 Who Should Attend . . .

This seminar is a must for anyone concerned about health and safety on the job including:

- ▶ Managers concerned about liability and workers' compensation costs.
- ▶ Employees who want to learn proper techniques for protecting their safety and health at work.
- ▶ Business owners who want to learn about compliance with Michigan Occupational Safety and Health Administration (MIOSHA).

2 MIOSHA Training Institute

MIOSHA Consultation Education and Training (CET) Division and Macomb Community College (MCC) have developed the MIOSHA Training Institute (MTI) through a formal alliance.

The MIOSHA Training Institute introduced a new certification program, effective October 1, 2007. This course is an MTI Level 1 course. The certification program offers participants an opportunity to be recognized for their educational efforts and increased technical expertise. Courses will be offered throughout the state in sponsorship with other M-TECSM facilities, community colleges, and safety and health organizations. To learn more about the certification program, log-on to the CET Division website at www.michigan.gov/mti.

3 What You'll Learn . . .

This seminar is designed for both General Industry and Construction first line supervision, safety and health committee members, and management personnel. Topics covered include employee safety and health training, accident investigation, hazard recognition, and self-inspection techniques. This program gives tips to supervision on methods to integrate health and safety into their daily duties and responsibilities. Using MIOSHA General Industry and Construction standards and required written programs as a baseline, supervisors are given suggestions to improve their safety and health hazard recognition skills.

Agenda

Participants will learn to:

- ▶ Identify a supervisor's major duties and responsibilities.
- ▶ Discuss how to integrate the supervisor's general duties for safety and health.
- ▶ Recognize workplace hazards and corrective actions.
- ▶ Review common MIOSHA General Industry and Construction Violations.
- ▶ Identify required job specific training.
- ▶ Identify how to conduct a self inspection.
- ▶ Conduct an accident investigation and complete associated paperwork.

All meetings are accessible and barrier free. Please contact the cosponsor or CET Division, at least two weeks in advance, to request necessary accommodations.

Facilitator

Debra Gundry has been with the State of Michigan since 1979. She is a graduate of Michigan State University and joined the Consultation Education and Training Division as a MIOSHA consultant in 1992. Debra provides services to Shiawassee, Clinton, Ionia, Ingham, Eaton, Washtenaw, and Livingston counties.

Debra's duties include consultative services to establish a company or organization's Safety and Health Management System; and planning and conducting training programs for management, trainers, supervisors, and employees regarding the Michigan Occupational Safety and Health Standards. She also serves on several CET committees.



Debra Gundry
*Occupational Safety Consultant,
MIOSHA, CET Division*

Program Details

DATE:	February 12, 2009	TIME:	Check-in - 8:30 a.m. Program - 9:00 a.m. to 4:00 p.m.
LOCATION:	AGC of Michigan 2323 N. Larch Street Lansing, Michigan 48906	DEADLINE:	Register by February 6, 2009 Please register early!
COST:	\$90.00 per person Includes lunch and course materials. Certification/Maintenance Points Available	CONTACT:	Adriane Truss - 517.371.1550 or atruss@agcmichigan.org

COSPONSOR: Associated General Contractors (AGC) of Michigan

If this valuable seminar doesn't fit with your schedule or position, please pass this flyer on to a colleague.

How to Register

Supervisor's Role in Safety and Health

Complete information at right to register by . . .

► **Phone:** 517.371.1550
► **Fax:** 517.371.1131
► **Mail:** AGC of Michigan
PO Box 27005
Lansing, MI 48909
Attn: Adriane Truss

Make Checks payable to:
AGC of Michigan

Name: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____
Number Attending: _____ @ \$90 = \$ _____
Credit Card # _____ Exp. Date: _____
American Express ☐ Master Card ☐ Visa ☐
Credit Card Holder's Name: _____
Signature: _____

The meeting site and parking is accessible. Individuals attending the meeting are requested to refrain from using heavily scented personal care products, in order to enhance accessibility for everyone. People with disabilities requiring additional services (such as materials in alternative format) in order to participate in the meeting should call 517.322.1809. The Department of Labor & Economic Growth is an equal opportunity employer/program.

www.michigan.gov/dleg